



Wyoming Department of Education

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MEMORANDUM NO. 2012-135

TO: School District Superintendents
School District Business Managers
WISE Coordinators
School Principals

FROM: Scott Bullock, Distance Education Consultant
Support Systems and Resources

DATE: September 10, 2012

SUBJECT: Resident District Handbook Updates

INFORMATION TO SHARE

A copy of the Resident District Handbook is attached to this memorandum to provide Wyoming public school districts a guide to K-12 distance education. Please review the following policy changes regarding distance education reporting and records.

Beginning this 2012-2013 school year, distance education Milestone completion information will be reported on the WISE Certified Teacher/Course/Student Enrollment Data Collections (WDE684). Milestones are the key topics or required objectives presented in a distance education course. These Milestones are used to monitor student progress through the course, report distance education course completion rates, and calculate the students' attendance and membership equivalency. For more information, please review "Reporting Student Enrollment and Course Sections" (page 10 of the handbook) and "Monitoring Milestone Progress" (pg. 12).

Additional information is also included regarding the maintenance of distance education records and the audit process. The resident district will need to maintain each student's Distance Learning Plan and end of year Milestone completion records. To ensure accuracy, these completion records need to be supported by documentation that can be directly attributed to the program provider's system. For more information, please review "Milestones Completion

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Records” (page 14 of the handbook) and “Distance Education Records for Audit” (pg. 15).

If you have any questions, please contact Scott Bullock (scott.bullock@wyo.gov, 307-777-7418) or Lachelle Brant (lachelle.brant@wyo.gov, 307-777-3679).

SB:lb

Enclosure